Fitness Reports: How to Tell Your Story

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I KNOW YOUR FITNESS REPORT LOOKS A LITTLE ROUGH AT FIRST GLANCE, BUT ONCE YOU READ IT MORE CAREFULLY I THINK YOU'LL FIND THAT IT IS ACTUALLY MUCH WORSE THAN THAT.
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* We have no affiliation or financial interest/relationships with any corporate organization that may be mentioned in this offering.

*Why do we have FITREPS?

*Provide member with feedback.
  *Improve future performance.
  *Help set future goals.

*Document performance in relationship to USN standards and peers.
  *Promotion Boards
  *Selection Boards

*FITREPS tell **your** story

*FITREPS Dissected

FITNESS REPORT & COUNSELING RECORD (W2-O6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)	2. Grade/Rate	3. Desig	4. SSN
ENSIGN, GREAT, I	ENS	2900	111-22-3333

5. ACT	FTS	INACT	AT/ADSW/ 265	6. UIC	7. Ship/Station	8. Promotion Status	9. Date Reported
X					NAVMEDCEN SDIEGO	REGULAR	14JAN10

Occasion for Report							Period of Report	
10. Periodic	X	11. Detachment of Individual		12. Detachment of Reporting Senior		13. Special	14. From: 14JAN06	15. To: 14MAY31

16. Not Observed Report		Type of Report 17. Regular	X	18. Concurrent		19. OpsCdr		20. Physical Readiness	21. Billet Subcategory (if any)
								P	NA

22. Reporting Senior (Last, FI MI)	23. Grade	24. Desig	25. Title	26. UIC	27. SSN
PEGG, K S	CAPT	2900	DIRECTOR	00259	000-44-5555

28. Command employment and command achievements.

Delivers quality health services in support of the Armed Forces, maintains medical readiness and advances medicine through education, training and research.

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)

STAFF NURSE PRI: Medical Surgical Unit-2. Nurse Intern-3 Plans, directs and executes nursing care on a multi-specialty unit with an average daily census of 45 patients. COLL: Safety Officer-3; Disaster Preparedness Officer-3. WATCH: Unit Call Back-3. LV/TT: 14JAN06-14JAN10. PFA: 14-2.

For Mid-term Counseling Use. (When completing FITREP, enter 30 and 31 from counseling worksheet, sign 32.)	30. Date Counseled	31. Counselor	32. Signature of Individual Counseled
	NOT PERF		

*FITREPS Dissected

PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
33. PROFESSIONAL EXPERTISE: Professional knowledge proficiency, and qualifications. NOB ☐	-Lacks basic professional knowledge to perform effectively. -Cannot apply basic skills. -Fails to develop professionally or achieve timely qualifications. ☐	- ☐	-Has thorough professional knowledge. -Competently performs both routine and new tasks. -Steadily improves skills, achieves timely qualifications. X	- ☐	-Recognized expert, sought after to solve difficult problems. -Exceptionally skilled, develops and executes innovative ideas. -Achieves early/highly advanced qualifications. ☐
34. COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY: Contributing to growth and development, human worth, community. NOB ☐	-Actions counter to Navy's retention/ reenlistment goals. -Uninvolved with mentoring or professional development of subordinates. -Actions counter to good order and discipline and negatively affect Command/ Organizational climate. -Demonstrates exclusionary behavior. Fails to value differences from cultural diversity. ☐	- ☐	-Positive leadership supports Navy's increased retention goals. Active in decreasing attrition. -Actions adequately encourage/support subordinates' personal/professional growth. -Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate. -Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO policy. X	- ☐	-Measurably contributes to Navy's increased retention and reduced attrition objectives. -Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment. -Initiates support programs for military, civilian, and families to achieve exceptional Command and Organizational climate. -The model of achievement. Develops unit cohesion by valuing differences as strengths. ☐
35. MILITARY BEARING/ CHARACTER: Appearance, conduct physical fitness, adherance to Navy Core Values. NOB ☐	-Consistently unsatisfactory appearance. -Unsatisfactory demeanor or conduct. -Unable to meet one or more physical readiness standards. -Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT. ☐	- ☐	-Excellent personal appearance. -Excellent demeanor or conduct. -Complies with physical readiness program. -Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT. X	- ☐	-Exemplary personal appearance. -Exemplary representative of Navy. -A leader in physical readiness. -Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT. ☐
36. TEAMWORK: Contributions toward team building and team results. NOB ☐	-Creates conflict, unwilling to work with others, puts self above team. -Fails to understand team goals or teamwork techniques. -Does not take direction well. ☐	- ☐	-Reinforces others' efforts, meets personal commitments to team. -Understands team goals, employs good teamwork techniques. -Accepts and offers team direction. X	- ☐	-Team builder, inspires cooperation and progress. -Talented mentor, focuses goals and techniques for team. -The best at accepting and offering team direction. ☐
37. MISSION ACCOMPLISHMENT AND INITIATIVE: Taking initiative, planning/prioritizing, achieving mission. NOB ☐	-Lacks initiative. -Unable to plan or prioritize. -Does not maintain readiness. -Fails to get the job done. ☐	- ☐	-Takes initiative to meet goals. -Plans/prioritizes effectively. -Maintains high state of readiness. -Always gets the job done. X	- ☐	-Develops innovative ways to accomplish mission. -Plans/prioritizes with exceptional skill and foresight. -Maintains superior readiness, even with limited resources. -Gets jobs done earlier and far better than expected. ☐

NAVPERS 1610/2 (11-11) FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE

*FITREPS Dissected

FITNESS REPORT & COUNSELING RECORD (W2-O6) (cont 'd)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)	2. Grade/Rate	3. Desig	4. SSN
ENSIGN, GREAT, I	ENS	2900	111-22-3333

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
38. LEADERSHIP: Organizing, motivating and developing others to accomplish goals. NOB ☐	-Neglects growth/development or welfare of subordinates. -Fails to organize, creates problems for subordinates. -Does not set or achieve goals relevant to command mission and vision. -Lacks ability to cope with or tolerate stress. -Inadequate communicator. -Tolerates hazards or unsafe practices. ☐	- ☐	-Effectively stimulates growth/development in subordinates. -Organizes successfully, implementing process improvements and efficiencies. -Sets/achieves useful realistic goals that support command mission. -Performs well in stressful situations. -Clear, timely communicator. -Ensures safety of personnel and equipment. X	- ☐	-Inspiring motivator and trainer, subordinates reach highest level of growth and development. -Superb organizer, great foresight, develops process improvements and efficiencies. -Leadership achievements dramatically further command mission and vision. -Perseveres through the toughest challenges and inspires others. -Exceptional communicator. -Makes subordinates safety-conscious, maintains top safety record. -Constantly improves the personal and professional lives of others. ☐
39. TACTICAL PERFORMANCE: (Warfare qualified officers only) Basic and tactical employment of weapons systems. NOB X	-Has difficulty attaining qualification expected for the rank and experience. -Has difficulty in ship(s), aircraft or weapons systems employment. Below others in knowledge and employment. -Warfare skills in specialty are below standards compared to others of same rank and experience. ☐	- ☐	-Attains qualifications as required and expected. -Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment. -Warfare skills in specialty equal to others of same rank and experience. ☐	- ☐	-Fully qualified at appropriate level for rank and experience. -Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment. -Warfare skills in specialty exceed others of same rank and experience. ☐

40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: SCP, Dept Head, XO, OIC, CO, Major Command, War College, PG School.	OCONUS	MEDIUM MTF

*FITREPS Dissected

41. COMMENTS ON PERFORMANCE. *All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 37 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 pitch (10 to 12 point) only. Use upper and lower case.

Font 10

41. Comments on Performance

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL							
43. SUMMARY	X						

45. Signature of Reporting Senior

Date:

46. Signature of individual evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement."
I intend to submit a statement ☐ do not intend to submit a statement ☐

Date:

Member Trait Average: 0.00

Summary Group Average:

47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report

Date:

NAVPERS 1610/2 (11-11) FOR OFFICIAL USE ONLY-PRIVACY ACT SENSITIVE.

*FITREP Ranking and Processing

*Marks are validated by Ranking Boards.

*Get to read multiple reports.

*Have the TOUGH job of assigning grades and promotion recommendations.

*Reports then go to SNE/XO/CO.

All FITREPS are considered drafts until signed by CO.

*It's all about YOU!

- *Keep an ongoing record of your activities and accomplishments. Can be used at the midterm counseling.
- *Be sure committee involvement and collateral duties include accomplishments, outcomes or cost/resource savings.
- *Avoid acronyms.
- *Submit a thorough "Brag Sheet".
- *Take Ownership!! **It is**

THIS REPORT IS TERRIBLE! BAD GRAMMAR, MISSPELLED WORDS, AND THE FORMAT IS ALL WRONG. YOU EXPECT ME TO TURN THIS IN?
IT'S ALL ABOUT YOU, ISN'T IT?
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*Brag Sheet Hints

- *ABOVE average performance in your duties, to include strong collateral duty performance.
- *Show cause & effect.
- *Reflect increasing level of accomplishments.
- *Provide supporting documentation.
- *Get familiar with the NAVFIT program.
- ***Write your own FITREP!** Submit draft of your fitness report.
- *Justify the trait marks in the narrative with **measurable accomplishments**.

*Metric Examples

*Improved customer service

*Resource savings and cost avoidance

*Off-duty hours used

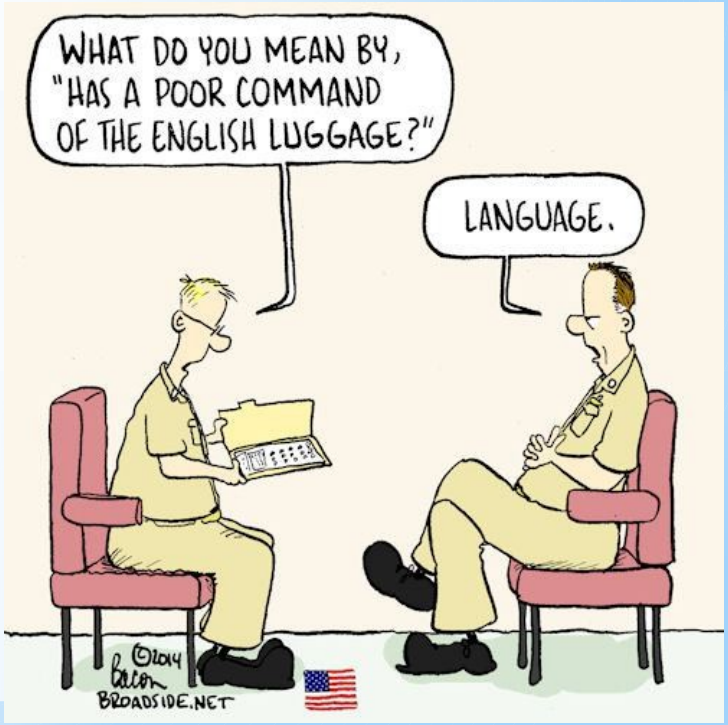
*A pre and post-implementation survey

*Many sources of data

*Analyze what is out there

*Show Impact!

- *Each bullet should state a measurable outcome.
- *Quality, not just quantity.
  - *Cause & effect.
  - *No jargon, use language future selection boards will understand.
  - *Is there a hard metric that can be used?
  - *Pick varying collateral duties. It shows flexibility, willingness to grow and you learn more about the broad mission of Military Medicine.



*Bullet Effectiveness

Background:

There are 16 staff.

You trained 8.

WELCOME ABOARD. YOU'LL FIND ME TO BE AN ENERGETIC LEADER. BY ENERGETIC I MEAN SPIRITED. BY SPIRITED I MEAN PASSIONATE. BY PASSIONATE I MEAN... WHAT AM I TRYING TO SAY, MASTER CHIEF?
YOU YELL A LOT.
baca ©2013

Which is **best**?

A. Increased staff PALS certification by 8 members.

B. Increased staff PALS certification by 50%.

C. Increased staff PALS certification by 50%, increasing staff competence with weekly code drills.

*Bullet Effectiveness

Which is **Best**?

A. Received moderate sedation certification; enabled Gastroenterology and General Surgery departments to increase number of patients treated in TRICARE Healthcare system; saved command network deferment payments.

B. Achieved moderate sedation certification; enabled two surgical departments to increase access to care by 25 cases/mos. with network referral cost avoidance of $40K. Great stuff!

*Titles versus Accomplishments

* Titles do not matter as much as your ACCOMPLISHMENTS.
  * Job descriptions are only noted in Block 29.
    * Led 15 staff; managed $2K/mos. in supply funds.
    * Do not list same job descriptions listed on block 29 in block 41.
    * Displayed superior leadership skills; led staff in continuous improvement activities that decreased supply expenditures by 5%/yr.

*FITREP/EVAL Counseling

- *Be realistic with your expectations
  - *Expectations are different at each rank.
  - *It takes time to settle into new command, role, rank.
  - *1st report at new command?
  - *Just promoted?
    - *It takes time to build accomplishments, work projects.
    - *You are being compared to people who are already established and producing.
- *Focusing on the grades keeps you from focusing on your performance.
  - *Focus on how you can improve.
  - *Ask your supervisor for guidance on what you need to improve on.

*Top 10 Tools for Success

1. Volunteer – collateral duties, community service etc.
2. Stay physically fit and maintain body fat.
3. Keep an electronic file or notebook of training you have completed.
4. In that same notebook/e-file -keep a list of accomplishments:
5. Use a brag sheet and update it regularly.
6. Don’t write the same thing for every fitrep.
7. Show versatility and change.
8. No spelling or grammatical errors on submissions.
9. Don’t be afraid to ask for help.
10. Write your own **FITREP**.

*Questions??

If spouses wrote fitness reports

*Thanks to Jeff Bacon, Author of Broadsides, for the cartoons!